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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
	SSG Christa Wilhelm	x7119
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Services/ Benefits	Ms. Deb Tankesley	x7118
	SPC Ashley Baeza	x7110
	MSgt Jody Schmidt	x7127
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Federal Length of Service Awards (May):

25 Years: Michael M. Courtney Kenneth M. Henderson

Federal Employee Retirements: None

Employment Verification:

For employment verification the DoD has replaced "The Work Number" site for employment and salary verification with the self service tool on MyBiz. Login to MyBiz at https://compo.dcpds.cpms.osd.mil/. Select "Employment Verification". Elect the details to share of employment and salary or employment only. You will need the e-mail for the bank, agency or individual the information should be forwarded to. You will receive a copy by e-mail also.

- MY BIZ/MYWORKPLACE: View and print SF-50's, employment documents and input PAA. You may update personal information.

  1. MyBiz login at: https://compo.dcpds.cpms.osd.mil/
  2. Register your CAC.
  3. USERNAME is "SSN" with dashes

Absent US (AUS) for Military Duty:

1. Forward all SF-52's for LWOP military duty with a copy of the orders. If you have the information and signatures you may scan to HRO (Tankesley or Baeza). The original, if scanned, can be retained by the supervisor until the SF-50 has been published. Anyone on over 30 days will also need the "Election Sheet". Documentation is not required for IDT (MUTA, RUTA, AFTP, etc) periods when LWOP.

2. All technicians performing AUS should retain hard copies of their military LES's if giving to Uniformed Services TSP. These should be scanned or forwarded to HRO as soon as possible but, NLT 60 days after RTD for matching TSP. TSP fact sheets: https://www.tsp.gov/lifeevents/military/beforeDuty.shtml

3. All technicians should retain hard copies of civilian LES's for pay periods civilian leave has been taken. These should be scanned or forwarded to HRO as soon as possible but, NLT 60 days after RTD to ensure the military deposit for LWOP days is calculated correctly.
POC: Services and Benefits

OPM Basic Guidance on Leave:

The Office of Personnel Management (OPM) has revised leave fact sheets, mainly for Sick Leave. This is the Federal government's basic guidance to employees and agencies. Link located on NEGUARD under Military Technician Branch – Leave.

Main Page: http://www.opm.gov/oca/leave/HTML/factindx.asp

Change of Address and TSP:

It is very important to submit an address change through MyPay to ensure documents such as W-2‟s, quarterly TSP statements, and LES‟s reach you in a timely manner.
Changing an address as dual status employees there are three (3) areas:
1. Civilian Pay account select "Correspondence Address"
2. Military Pay account select "Correspondence Address"
3. Military Pay account select "Thrift Savings Plan (TSP)" scroll down and check address here also.
POC: Services and Benefits

EBIS/ABC-C Site:

All technicians with an e-mail in MyBiz/MyWorkplace should have received a message about CAC access to Employee Benefits Information System (EBIS). Effective 1 Oct 2011 you will only be allowed to access the system with a CAC. EBIS is the site on which to change FEHB, FEGLI and TSP elections along with viewing personal information. If you have not registered your CAC at this site you want to do so.
Information on Technician Branch: http://www.neguard.com/HRO/index.html
POC: Services and Benefits

Federal Long Term Care Insurance-Open Season

Having Federal Long Term Care Insurance could help reduce stress as you get older. Informal or "family caregiving" can be highly stressful and impact negatively on the caregiver's mental and physical health. During Open Season, abbreviated underwriting (applicants answer fewer questions) is in effect. You can download an FLTCIP 2.0 Open Season Application at www.LTCFEDS.com/apply.

An informational webinar will be conducted on June 1st, 2011 at 4:00 pm Eastern Time. To register, click here:

http://event.on24.com/r.htm?e=296082&s=1&k=ED5AE674D511E8B3DAD996B3498AA679

All federal employees, spouses and active member of the uniformed services and their spouses are eligible for this benefit. Open Season is April 4th thru June 24th 2011.

Human Resources Information Systems (HRSIS)

HRSIS Staff
SMSgt Mike Courtney – Personnel Systems Manager (PSM) - x7122

Current Self Service log in statistics:
As of 15 May 11 – a total of 76% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly.
If you have not logged in, do so today @ https://compo.dcpds.cpms.osd.mil/

My Biz
The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at https://compo.dcpds.cpms.osd.mil/

You can access more information about My Biz at this web site:
http://www.cpms.osd.mil/hrbits/selfservice.aspx

My Workplace
If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: http://www.cpms.osd.mil/forms/cpms/search.aspx. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: Michael.courtney1@us.army.mil

Performance Appraisal Application (PAA)
Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.
http://www.neguard.com/HRO/Technician%20Branch/index.html
Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Health Assessments

Don't forget !! – Employees, and their spouses (if applicable), need to complete their health assessment(s), **by May 31, 2011**, if they are signing up for the Wellness PPO Plan for the first time (because they are a new employee from December 2, 2010 through May 2, 2011 or are not in any of the State's medical plans for the current plan year) or are in the Wellness currently and are electing to stay in the plan for the upcoming plan year. This is one of the requirements that allow employees to have the Wellness PPO plan coverage in the new plan year. In both cases employees would have **also** have needed to **complete one of the fitness programs** (signed up for Walk this Way or participated in one of the coaching programs or completed the Feel Like a Million program) **and have completed a biometric screening** by the appropriate deadline. Programs need to be completed by March 31 of each year to continue in the Wellness PPO for the upcoming plan year. See the HealthFitness website for all the details on the requirements. To access your wellness programs provided by Health Fitness go to www.wellnessoptions.nebraska.gov . Check your completion status checklist on the website to see what steps have been recorded as complete and what steps you need to work on.

Note: The Military Department's biometric screening event is from 7:00a.m. to 11:00a.m. May 23, 2011 at the Joint Force Headquarters Conference Room.

Employee and Supervisor / Manager of the Year Nominations

1. The agency is providing the opportunity to nominate employees and supervisors for recognition. Each year we recognize one deserving state employee and one deserving state supervisor/manager with the annual Employee and Supervisor/Manager of the Year Awards as described in the Military Department

Policy Memorandum ST 02-040-09, Employee Recognition Programs. You are encouraged to nominate one person from each category.

2. Any permanent state employee or supervisor/manager is eligible to receive this recognition, with three exceptions. Employees on original or disciplinary probation, members of the selection committee, and the past year's honorees are not eligible for nomination.

3. Below are criteria which you may use when nominating a Supervisor/Manager. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance.

The supervisor/manager must have documented examples of achievement in:

(a) Effective management.
(b) Staff development.
(c) Professional skills.
(d) Other job related activities.

4. Below are criteria which you may use when nominating an Employee of the Year. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance. Include special contributions the employee is noted for, during the past year.

Some examples are:

(a) Has the employee completed a task or project of substantial importance to the agency and/or state government as a whole? If so, provide an example(s).

(b) Has the employee continually interacted with co-workers and the public in a positive manner? Cite examples.

(c) Has the employee found ways to improve job functions? Cite examples.

5. A nominee should not be chosen for Employee or Supervisor/Manager of the Year based primarily on length of service. Length of service awards are presented under a separate program. However, if length of service is coupled with specific performance actions this may be considered. Appropriate examples should be provided to document this.

6. Nominations for Employee of the Year and Supervisor/Manager of the Year are to be sent to Kari Foote in State Human Resources, 1300 Military Road, Lincoln, NE 68508-1090. Please submit your nomination in writing along with a summary of why the person was selected. Thank you for your participation. **Please look for more information to come on the timeframe and deadline for submitting your nominations. Be sure to be detailed and cite specific examples in your nomination(s).**

Dependent Status Change – Terminating Coverage

Please be sure to notify the State Human Resources Office (in the TAG Building) as soon as you know of a status change event for a dependent that may need to be dropped from your state insurance plans. Paperwork can be completed up to 30 days in advance of the date of the event. Paperwork should be completed **within 30 days** after the status change event. If the 30-day period covers parts of two months, you'll want to get the proper forms and have them completed before the end of the first partial month in order to have insurance coverage, and the premium, end at the end of that month.

As an example, if a dependent was attending college and then graduated, quit school or dropped below full-time status on May 24, paperwork could be submitted anytime from April 24th to May 31st, or up to 4 weeks in advance of the status change, to drop the dependent off of your coverage as of May 31st (June 1st would be the first day the dependent would no longer have coverage; the premium would then go down for the month of June if the coverage level was changing - from Family to 2-Party, as one example). If paperwork was received in June the coverage would end (and premium reduced, if applicable) at the end of June. Paperwork, in this case, should be turned in no later than June 22nd to be **within the 30-day window**.

If a dependent is no longer eligible (for example, dependent turns age 24 – this age limit will change to age 26 as of July 1, 2011), coverage officially terminates at the end of the month in which a status change event occurs, but premiums will continue to be deducted until the end of the month in which completed paperwork has been received by the State HR Office in the TAG building. It's best to turn in the paperwork in person so you know when the paperwork has been received by the HR Office.

Even if there won't be a change in the premium amount for the insurance, Human Resources should be notified so **COBRA** coverage can be offered. There is only a small window of time to take advantage of COBRA coverage so it is important to notify Human Resources soon after a status change, if not before.

Various factors may change what you can do in certain situations, so it's best to always to **check with the HR office to see what paperwork is required and what deadlines there are as soon as you know that a status change event is near.**

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AGR Personnel

Army and Air:
The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing

SSG Gregory Brown, Human Resources Assistant, (402)309-7123

- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

Army:

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

AGR Travel – Funds are limited until the 4th Quarter FAD is received. AGR travel should be limited to mission essential. GSA must be utilized if available.

DTS – Please input LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization. Travel description is required when completing DTS authorizations.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762

DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf

Paternity Leave: The policy concerning Paternity Permissive is: http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

How to Recognize Subtle Sexual Harassment

Many cases of sexual harassment are reported in the news. However, there are many other more subtle situations of harassment that go unreported and unnoticed on a daily basis. Covert actions are more apt to erode morale and impact work performance, yet the person making inappropriate comments or excluding a co-working may not be aware that their actions are offensive.

Subtle sexual harassment is unwelcome sexual or sex-based behavior that, if allowed to continue, could create illegal sexual harassment. Subtle sexual harassment is not a legal term. It is a practical term for identifying subtle unwelcome sexual behavior. Once that behavior is identified, it is then possible to effectively deal with that behavior.

The following five step method can assist you in determining when behavior crosses the line between friendly behavior and subtle sexual harassment.

Step One: Identify the people involved in the interaction.

Usually it will be obvious who is directly involved in the interaction. It is also necessary to determine if there are third parties present who could be affected by the behavior.

Step Two: Determine their relationship.

Do the people involved have only a typical work relationship; i.e., they talk primarily about work related issues and don’t socialize outside of the workplace except at work related events. If you see sexual or sex-based behavior between them, it is important to apply the next three steps.

If the people have a good friendship and they are engaged in a sexual or sex-based behavior that is acceptable to both parties, their behavior could still create a hostile work environment for other employees.

Caution: If the people involved in the interaction have a good friendship, that does not automatically mean that both people welcome that behavior.

Step Three: Objectively describe the behavior.

Describe specifically what happened. Include the behaviors of all the people identified in Step One.

Step Four: Determine if the behavior described in Step Three was welcome using the following methods.

A. Does (Do) the recipient(s) clearly indicate verbally and/or nonverbally that the behavior is unwelcome? If she/he/they does/do, go to Step Five. If not, continue to B.

B. Does (Do) the recipient(s) equally initiate the behavior; i.e., ask that person to engage in the behavior, sometimes behave that same way to that person first? If your answer is no, go to Step Five. If it is yes, go to C.

C. Does (Do) the recipient(s) equally participate in that behavior; i.e., engage in the same or very similar behavior to the person initiating the behavior? If your answer is no, go to Step Five. If it is yes, continue to D.

D. It is doubtful that either person is being sexually harassed. But, their sexual or sex-based behavior could be inappropriate and should stop. Their behavior could be unwelcome to third party persons. If the behavior described in Step Three is sexual or sex-based and the third party person(s) does (do) not appear to equally participate in and initiate that behavior, it probably is unwelcome. That situation should be dealt with to ensure that third party sexual harassment does not occur.

Important: To determine if the behavior is welcome, it is important to focus on the impact of the behavior, not the intent of the person doing the behavior. Avoid “Yes … buts …”; i.e., “Yes, she touched him, but that is her personality.” “Yes, he makes sexual comments, but he’s harmless.” “Yes, …” is an objective description of the behavior while “but …” is a subjective reaction that often makes excuses for the person initiating the behavior and stops the objective process of determining if the sexual or sex-based behavior is welcome.

Step Five: Is the unwelcome behavior sexual or sex-based behavior?

If the behavior is obviously sexual, it is sexual harassment or, if it is derogatory about men or women, it is sex-based harassment.

Would that person be subjected to that behavior if she/he were of the opposite sex of what she/he is; i.e., males who look a woman up and down when she walks by them would not behave in the same way when a man walked by? If not, then it is sexual harassment or sex-based harassment.

Summary

This Five Step process provides a very objective method to assess personal behavior and the interactions of other employees to determine when friendly or joking behavior crosses the line into subtle sexual harassment or sex-based harassment. If it has, that behavior should stop immediately.

Contact Ms. Rosenthal at 402-309-7108 or lavonne.rosenthal@us.army.mil if you have any questions.

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